



Department of Parks & Recreation Seasonal Employment Summer 2014



Please submit a City of Burlington Job Application to apply for any of the following positions.
Signify on the first page the job for which you are applying.

*** Recreation Division ***

Day Camp Directors. Pay Grade: \$10.00 - \$12.00/hr

Director is responsible for organizing and instructing activities, keeping all necessary weekly records, supervision of staff, setting schedules and communicating directly with camp coordinator. Prior experience working in camps and/or teaching children is desirable.

Day Camp Counselors. Pay Grade: \$8.50 – \$9.50/hr

Counselor works in cooperation with the director carrying out specific program activities. Prior experience working with children is desirable.

Lifeguards, Pay Grade: \$10.00 - \$12.00/hr

Must have current Red Cross Certifications. These positions will lifeguard our largest community beach “North Beach”

Program Lifeguards, Pay Grade: \$10.00 - \$12.00/hr

Program lifeguards work both as counselors and as lifeguard in specific Day Camps. Applicants must have a current lifeguard certification.

Swim Instructors, Pay Grade: \$12.00/hr

Teach swimming lessons various Red Cross levels. Must have current Red Cross Lifeguard and Teaching Certifications.

Track & Field Counselors, Pay Grade: \$9.00 - \$11.00/hr

Work with director organizing practices and instructing athletes in track and field events. Counselors work with team preparing for two summer track meets.

Youth Basketball Camp Counselors, Pay Grade: \$9.00 - \$11.00/hr

Counselor assists in providing direction to volunteers and youth and works with director to set up schedule for the week. Counselors also conduct clinics, officiate games and administer first aid.

Playmobile Program Director and Assistant, Pay Grade: \$10.00 - \$12.00/hr

Both positions plan and schedule each day of the program, which runs 4 days per week from 1-3pm and one evening from 6-8pm in various parks during the summer season. The staff also facilitate/design the program during these months and are available for special events (especially rentals)

*** Parks Division ***

Special Events Staff, Pay Grade: \$10.00 - \$13.00/hr

Responsible to the Building Maintenance General Foreman and under the immediate supervision of assigned full-time personnel, the employee performs setup, maintenance and breakdown for all special events held on Burlington's Waterfront. In addition, this position will also perform landscaping, trash removal, light maintenance and harbor related tasks on a daily basis. Weekends and evenings are required.

Maintenance Assistant, Pay Grade: \$10- \$13/hr

Responsible to the Grounds Maintenance General Foreman and under the immediate supervision of assigned full time maintenance personnel, the employee performs unskilled and semi-skilled tasks in connection with grounds, buildings and facilities maintenance as well as operating a variety of park vehicles, machinery and mowing equipment. Weekends may be required.

Waterfront Security Supervisor, Waterfront Division. Pay Grade: \$10.00 - \$13.00/hr

This position is responsible for conducting and supervising a high level of security service to Burlington's Waterfront, including both marinas, to ensure the safety of both patrons and property. This position will supervise 2 guards to fulfill all security operations. In addition, this position is responsible for data collection on daily incidents and reports to submit to the Waterfront Manager. Full Weekly availability required, shifts range from a start time 2000-2300 to end time of 0400 -0700 depending on location. If you are interested in the criminal justice field, this is a fantastic opportunity. The successful candidate will understand the importance of public safety, have experience in the security field and possess strong customer service skills.

Waterfront Security Guard, Waterfront Division. Pay Grade: \$9.50 - \$11.00/hr

This position is responsible for providing a high level of security service to Burlington's Waterfront, including both marinas and campground, to ensure the safety of both patrons and property. Full Weekly availability required shifts range from a start time 2000-2300 to end time of 0400 -0700 depending on location. If you are interested in the criminal justice field, this is a fantastic opportunity. The successful candidate will understand the importance of public safety and possess strong customer service skills.

Gate Attendant, Waterfront Division. Pay Grade: \$8.75 - \$10.00/hr

The Gate Attendant ensures the proper operation of the daily gate house transactions. The attendant also provides a high level of customer service to visitors of our park system. This position is integral to our Park System's success, as it provides the first impression to our wonderful Parks. The successful candidate will be customer service oriented, self motivated and eager to help our patrons. Weekends and flexible hours are necessary. Locations include Perkins Pier, Oakledge and North Beach.

Park Attendant, Waterfront Division. Pay Grade: \$8.75 - \$10.00/hr

This position is responsible for the daily operations and maintenance including landscaping, maintenance, shelter reservations, trash removal, dock cleaning and beach clearing. In addition, this position requires great customer service skills and the eagerness to engage our park users in a helpful manner. If you are self motivated, hard working and interested in a summer job that keeps you outside all day, please apply. Some weekend and evening shifts required. Locations include Oakledge Park and North Beach Campground.

Park Attendant, Battery Park and City Hall Park, Pay Grade: \$8.75 - \$10.00/hr

This position works directly with the Auditorium Manager and Park Event Host to facilitate special events in Battery Park and City Hall Park. Responsibilities include enforcing park rules, interfacing with park event producers, maintaining and cleaning the stage and restrooms during events, trash removal, parking enforcement, etc. Position will often work unsupervised at small scale events. Position requires strong communication and people skills and the ability to gracefully but firmly enforce the park rules. The work schedule is event driven and often requires evening and weekend commitments.

Roaming Park Attendant, Waterfront Division, Pay Grade: \$8.75 - \$10.00/hr

This position works directly with the Inland Seasonal Supervisor to help maintain and clean multiple city parks. This job is essential in helping keep our parks looking great for our patrons and provides the necessary daily visitation and supervision our parks deserve. Daily duties include trash/recycling removal, facility cleaning, graffiti removal, grounds pickup, painting and light maintenance. The successful candidate will be self motivated, hard working, responsible and dependable. Some weekend and evening shifts may be required.

North Beach Campground Office Staff, Waterfront Division, Pay Grade: \$9.00

This position is responsible for daily campground customer service. This includes check ins, reservations and answering any and all questions related to the campground. Position requires strong communication, customer service skills and experience with Microsoft Office.